

DELAWARE TRANSIT CORPORATION

POSTING NO 076-2016

REPOSTED
POSITION VACANCY POSTING

DATE OF POSTING March 2, 2016

CLOSING DATE March 18, 2016

METHOD OF APPLICATION: EMPLOYMENT APPLICATION

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **March 18, 2016**.

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POSITION #: 113 JOB CODE #: 059

POSITION TITLE Safety and Security Officer

PAY GRADE 14 PAY RATE _____ PAY RANGE \$41,206- \$51,507
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Safety & Security

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM with Flexibility SCHEDULED DAYS: Tuesday – Saturday with Flexibility

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SUMMARY OF POSITION:

The Safety & Security Officer is responsible for various administrative functions directly related to and in support of the business of Transportation Safety and Security program of the Delaware Transit Corporation. Specific responsibilities include responding to incidents during all service hours; investigation and reporting of accidents occurring in operation, revenue and non-revenue serviced; observation and evaluation of roadway conditions; observations and evaluations of routes, bus stops, turnarounds; observation and evaluation of Paratransit wheelchair loading, securement and unloading techniques; and management of a virtual library of statewide accident and security incidents...

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE MINIMUM QUALIFICATIONS ON SECOND PAGE

...Security responsibilities include the oversight and maintenance of a statewide security system including contracted guard reviews, closed circuit television and cameras (vehicle and facilities) and Emergency Communication Systems (ECS). Specific responsibilities include responding to security alarms and security related incidents on a 24 hour, 7 day a week basis as needed, investigating all security incidents and making recommendations to the Safety and Security Manager with corrective actions; law enforcement investigation assistance and court appearances, facilities evacuation, emergency first aid, and blood-borne pathogen securement in both drill and actual response modes. Administrative duties may include, but are not limited to; Electronic Red Light Enforcement program; workers compensation and return-to-work administration; statistical analysis and research in areas of loss prevention and control; reporting and data base management of various certification and eligibility expirations.

Minimum Qualifications:

1. Experience in conducting investigations such as: accident, theft, industrial.
Applicants must detail all their experience in conducting investigations.
2. Experience performing vehicle and facilities safety inspections.
Applicants must detail all their experience in performing safety inspections.
3. Experience in writing and managing detailed records and reports.
Applicants must detail all their experience in writing and managing detailed records and reports.
4. Experience in the administering Federal and State laws, rules, and regulations of workers compensation, return-to-work, and electronic red light enforcement.
Applicants must detail all their experience in the administering Federal and State laws, rules, and regulations of workers compensation, return-to-work, and electronic red light enforcement.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Application must specifically address each Minimum Qualification"

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.